

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 25, 1998

COUNTY FISCAL LETTER (CFL) NO. 97/98-52

**TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS**

**SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) FOR THE JANUARY-MARCH 1998 QUARTER -
CLAIMING INSTRUCTIONS**

This letter provides information and claiming instructions for the January-March 1998 quarter for the following:

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The following table contains a listing of the current forms to be used in the March 1998 quarter. The forms were revised for the March 1998 quarter. Bolded forms are new forms. In addition, the "A" forms remain Social Services; "B" forms are now CalWORKs; "C" forms are Other Public Assistance; "D" forms are Child Care; and "E" forms are Nonwelfare.

<u>Form</u>	<u>Date</u>	<u>Form</u>	<u>Date</u>	<u>Form</u>	<u>Date</u>
DFA 325.1*	3/98	DFA 327.4B*	3/98	DFA 327.3E*	3/98
DFA 325.1A*	3/98	DFA 327.5B*	3/98	DFA 327.4E*	3/98
DFA 325.1AA*	3/98	DFA 327.1C*	3/98	DFA 327.5E*	3/98
DFA 325.1B*	3/98	DFA 327.2C*	3/98	DFA 7A*	3/98
DFA 325.1C*	3/98	DFA 327.3C*	3/98	DFA 7B*	3/98
DFA 325.1E*	3/98	DFA 327.4C*	3/98	DFA 403*	3/98
DFA 327.1A*	3/98	DFA 327.5C*	3/98	DFA 419*	3/98
DFA 327.2A*	3/98	DFA 327.1D*	3/98	DFA 325.5*	3/98
DFA 327.3A*	3/98	DFA 327.2D*	3/98		
DFA 327.4A*	3/98	DFA 327.3D*	3/98		
DFA 327.5A*	3/98	DFA 327.4D*	3/98		
DFA 327.1B*	3/98	DFA 327.5D*	3/98		
DFA 327.2B*	3/98	DFA 327.1E*	3/98		
DFA 327.3B*	3/98	DFA 327.2E*	3/98		

I. CEC REVISIONS - CASEWORK/SUPPORT STAFF

With the implementation of the CalWORKs Program, the California Department of Social Services (CDSS), in conjunction with the California Welfare Directors Association (CWDA) workgroup, has revised the appropriate areas of the CEC. The basic methodology for distribution of costs on the CEC has not changed, with the exception of casework costs.

Time study summaries have been revised to reflect the new functions and programs and will accommodate the ability of all staff to time study to any function or program regardless of the salary pool in which staff salaries and benefits are reported. The new caseworker salary pools have necessitated the development of a new time study summary form that will distribute the individual salary pool costs to the program level. The support staff summaries maintain the current methodology for reporting salaries to the appropriate level. Additional detail is provided below.

A. Caseworkers

1. DFA 325.1

The DFA 325.1 has been revised. Effective with the March 1998 quarter, lines A-D have been added within the Casework Costs pool to identify caseworker salary pools for Social Workers,

Employment Services Workers, Eligibility Determination Workers, and Fraud Investigators. As such, this cost pool is no longer an input area for casework costs. Salaries and benefits will now be identified direct to the program level by worker salary pool on a new form that will also capture program hours.

Once salary costs have been identified to the program level for each of the worker pools, the costs will be summarized by function and automatically transferred to the DFA 325.1, to the appropriate lines/columns. Line E, Total Casework Costs, has also been added to identify total costs by function.

2. Time Study Summaries

Due to the decision to distribute casework salary pool costs directly to the program level, and eliminate identification to the function level, the Time Study Summaries, DFA 47, 323, 879, and 53, are now obsolete. A new Time Study/Salary Distribution form is currently being developed. The complexity of this change will require additional time and result in the late release of the State of California Automated Template (SOCAT) disk and corresponding CFL claiming instructions for casework costs. Counties should plan on approximately a two week delay, and a corresponding two week extension to the deadline for submitting the March 1998 claim. Detailed information will be issued in the upcoming CFL.

B. Support Staff

1. DFA 325.1

Effective with the March 1998 quarter, lines B, C, and D have been replaced with lines F, F1, G, G1, H and H1 on the DFA 325.1 for support staff costs. The March 1998 time study letter, CFL No. 97/98-40, reflects different line titles than are listed here. The support staff salary pools have been renamed based on County input to: line F(1) General Administration; line G(1) Program Administration; line H(1) is still clerical. The support staff pools are as follows:

Pool F - General Administration Costs - Salary and benefits of those staff (generic staff) who perform activities that have a departmentwide benefit (e.g., director, deputy directors, fiscal, personnel).

Pool F1 - General Administration Direct-to-Program Costs -

Salary and benefits of those staff (generic staff) who have been assigned on a less than full-time basis to perform activities on behalf of a specific program.

Pool G - Direct to Function Costs - Program Administration -

Allocated salary and benefits of those staff who cannot get to the program level - managers or supervisors of staff generally in direct support of caseworkers (e.g., management who support function/program operations, supervisors of clerical staff who support caseworkers).

Pool G1 - Direct-to-Program Costs - Program Administration -

Salary and benefits of those staff who are managers or supervisors of staff in direct support of caseworkers.

Pool H - Direct-to-Function Costs - Clerical -

Allocated salary and benefits of those staff who perform clerical activities generally in direct support of caseworkers (e.g., filing, typing, answering phones, setting appointments, etc.).

Pool H1 - Direct-to-Program Costs - Clerical - Salary and benefits of those staff who perform clerical activities in direct support of caseworkers.

2. **DFA 7A, Support Staff Summary**

Support staff time study hours from the DFA 7, Support Staff Time Report, are input on the DFA 7A, Section I, page 1, under the appropriate salary pool where the salary pool costs are spread based on the support staff time study hours. The multifunction costs are recorded on page 2 of the DFA 7A, Section II: Distribution of Multifunction Salaries, and distributed based on total caseworker ratios by function.

After multifunction distribution, the salary costs for the single functions are added and the total recorded on the DFA 325.1 to the appropriate lines.

3. **DFA 7B, Support Staff Salary Distribution to Program**

The Direct-to-Program costs, all salary pools, identified on the DFA 7A are recorded on the DFA 7B and distributed to component level by caseworker ratios, if appropriate, as instructed on the DFA 7B. The totals for each program are then recorded on the DFA 325.1E, Direct-to-Program Support Staff Salary Input, and then the total Direct-to-Program salaries, by salary pool, are recorded to the DFA 325.1 to the appropriate lines.

Counties were informed in the Support Staff Time Reporting Instructions (SSTRI) in the March 1998 quarter time study letter, CFL No. 97/98-40, dated December 18, 1997, that support staff would refer to the caseworker PCDs for input on the DFA 7. At the request of CWDs, the DFA 7B will continue to reflect an alphanumeric system as has always been in place. Enclosure A is provided for ease of conversion from the old alphanumeric to the new alphanumeric programs, similar to the matrix supplied for old and new programs. An alphanumeric code has also been established for the new CalWORKs WTW Programs to more easily allow counties to identify support staff time to the program. The SSTRI will be revised in the June 1998 quarter to reflect the addition of all new alphanumeric codes.

In addition, for counties that time studied as instructed in CFL No. 97/98-40, the DFA 7B also provides the equivalent program code from the PCDs for this quarter only. Salaries will continue to be spread to the programs in the cluster based on caseworker time study ratios.

II. GENERAL

A. Allowable Costs

This CFL contains claiming instructions for use during the March 1998 quarter and corresponds with the information previously transmitted in March 1998 quarter time study CFLs Nos. 97/98-40, dated December 18, 1997, and 97/98-50, dated January 30, 1998, and attached March 1998 PCDs. Many of the **newly established** codes effective with the March 1998 quarter were created for either of two reasons: capturing/combining two or more "old" or prior codes; or to accommodate the change occurring when a program was moved from one "Function" to another. Regardless of whether a particular program was renamed and/or renumbered, this change has no effect on the allowable costs claimable to that program (i.e., Casework and Support Staff salaries and benefits, EDP, Staff Development, and Direct Costs). For example, prior to January 1, 1998, allowable costs for Program 201, AFDC-FG/U, included Casework and Support Staff salaries and benefits, EDP, Staff Development, and Direct Costs. Unless noted otherwise, the same costs would continue to be allowable under Program 614, CalWORKs Eligibility, the new program that replaced Program 201.

B. CalWORKs Administrative Costs

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 placed a 15 percent limitation on the use of the Temporary Assistance for Needy Families (TANF) grant for administrative

costs. In addition, administrative costs may not exceed 15 percent of the total amount of qualified State expenditures counted towards the State's TANF MOE requirement. At this time, the 15 percent administrative cost limitation has not been passed on to the CWDs. Related county costs will be captured at the State level in conjunction with State operations costs to ensure appropriate reporting for Federal reimbursement purposes.

The TANF legislation did not provide a definition of the costs that are applicable towards the 15 percent administrative cap. Therefore, the State has defined administrative costs associated with the CalWORKs program to be general "administrative" costs that cannot be captured directly to eligible programs, including budgets, accounting, personnel, etc., and related overhead (operating costs) and excluding eligibility determination, case management, and related overhead costs. This definition, although consistent with the definition of administrative costs applicable to the Child Care and Development Block Grant (CCDBG), is subject to change upon release of the final TANF regulations. County expenditures which meet this definition are extracted at the State level from the DFA 327.1 pages of the County Expense Claim and are combined with State level administrative costs for Federal reporting purposes.

C. CalWORKs Single Allocation MOE Tracking

Pursuant to Assembly Bill (AB) 1542, Chapter 270 Statutes of 1997, the CDSS has allocated to counties a single allocation of Federal and State funds appropriated in the Budget Act, for the purposes of funding the State's (former) AFDC, GAIN, Cal-Learn, Child Care Health and Safety Programs. Pertinent allocation information is provided in the following CFLs:

CFL No. 97/98-17, dated September 10, 1997: "CalWORKs Child Care Allocation: January 1st to June 30th 1998."

CFL No. 97/98-19, dated September 10, 1997: "FY 1997-98 Single Allocation for the CalWORKs and Child Care Programs."

CFL No. 97/98-36, dated December 16, 1997: "Update to FY 1997/98 Single Allocation for the CalWORKs and Child Care Programs."

CFL No. 97/98-44, dated January 5, 1998: "Augmentation to the FY 1997/98 CalWORKs Single Allocation."

CFL No. 97/98-19 displays the former program codes used for determining and tracking each county's CalWORKs single allocation MOE. To find the corresponding new program codes effective with the March 1998 quarter

Code (WIC) Sections 15204.4 and 18906.5 by reference, the counties' share of Food Stamp (FS) Program costs will be counted as part of each CWD's CalWORKs single allocation MOE, including both shifted Public Assistance Food Stamps (PAFS) and NAFS program costs. The statutory sharing ratio of 50/35/0/15 (Federal Welfare/State Welfare/Health/County) continues for food stamp programs (see the Other Public Assistance Function in this CFL for additional program detail).

Because the first two quarters of State Fiscal Year (SFY) 1997-98 utilized historic program sharing ratios, the transition from counties' shares of costs to MOE must be calculated beginning in the March 1998 quarter. Effective January 1 and through June 30, 1998, the CEC will reflect projected CalWORKs single allocation programs at sharing ratios of 65/35/0/0. The Federal/State shares of costs are subject to change with fiscal year-end closeout. Rather than a county "share," each county's CalWORKs MOE will be calculated for SFY 1997-98 in line with CFL Nos. 97/98-19 and 97/98-36:

1. The calculation of the CWD CalWORKs MOE for the combined March and June 1998 quarters is as follows:

Total 1997-98 CWD MOE - (9/97 Qtr + 12/97 Qtr) County Share* =
Remaining 1997-98 CWD MOE**

Remaining 1997-98 CWD MOE x 50% = 3/98 Qtr & 6/98 Qtr CWD MOE

2. The calculation of the CWD CalWORKs MOE for the 3/98 quarter, as adjusted for Food Stamp Program expenditures, is as follows:

Gross 3/98 Qtr CWD MOE - 3/98 Qtr FS County Share =
Remaining 3/98 Qtr CWD MOE**/**

Total 3/98 Qtr CWD Expenditures - 3/98 Qtr CWD MOE =
3/98 Qtr CWD Costs Reimbursed @ 65/35 (Federal/State)

3. The calculation of the CWD CalWORKs MOE for the 6/98 quarter, as adjusted for Food Stamp Program expenditures, is as follows:

Gross 6/98 Qtr CWD MOE - 6/98 Qtr FS County Share =
Remaining 6/98 Qtr CWD MOE**/**

Total 6/98 Qtr CWD Expenditures - 6/98 Qtr CWD MOE =
6/98 Qtr CWD Costs Reimbursed @ 65/35 (Federal/State)

* Actual CWD shares as reported on the CEC, including CalWORKs single allocation and Food Stamp Programs.

** Supplemental CECs may impact reconciliation.

*** The CDSS will perform funding shifts to ensure that CWDs meet/do not exceed annual MOE requirements.

For the March and June 1998 quarters, a ledger system and State Use Only (SUO) codes will be utilized to track each CWD's MOE status for the remainder of the SFY. Although the CEC will not indicate actual MOE dollars, audited claim letters will reflect the resulting MOE level of each county based upon the preceding calculation methodology.

D. Support Operating Cost Direct Charge Codes

Direct cost PINs are available within every function for CWDs to claim Travel, Space (non-CCAP), Other Operating, and Purchase of Service (non-CCAP) costs direct to the program level as referenced in CFL No. 97/98-26, dated October 15, 1997, and subject to CWD submittal of a DFA 327.9. Support Operating direct costs should be claimed on the DFA 325.1B, Direct Cost Input Schedule, and summarized on the DFA 325.1, Direct Cost pool, by Function, in the normal manner. "Expense Codes," which indicate the type of cost being direct charged to a particular program, are reflected by the last two digits of the six-digit PIN, and are available under most programs to allow CWDs the flexibility for direct charging CWD operating costs. The specific expense codes are as follows:

- 88 - Operating Cost-Travel
- 89 - Operating Cost-Space (Non-CCAP)
- 90 - Operating Cost-Other Operating
- 91 - Operating Cost-Purchase of service (Non-CCAP)
- 92 - Casework OT/CTO Costs
- 93 - Support Staff - OT/CTO Costs
- 94 - Start-Up/Nonrecurring Costs

E. CCAP

CFL No. 97/98-42, dated January 21, 1998, contained formatting errors regarding CCAP claiming instructions. These instructions and the corresponding lines on the DFA 325.1 for the December 1997 quarter have been revised as follows:

<u>DFA 325.1</u>	<u>DFA 325.1</u>	
<u>Line</u>	<u>Line</u>	
<u>Reference</u>	<u>Reference</u>	
<u>3/98 Form</u>	<u>12/97 Form</u>	<u>Revisions</u>
Line N	Line I	Public & Public/Private Agencies-Direct Billed - CCAP

DFA 325.1	DFA 325.1	
Line	Line	
Reference	Reference	
<u>3/98 Form</u>	<u>12/97 Form</u>	<u>Revisions (Continued)</u>

This is a title line only - all columns should be blank.

Line N1	Line I1	Public & Public/Private Agencies-Direct Billed - CCAP Direct-Billed
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All direct-billed CCAP costs should be claimed to Generic. Columns 1, 2, 3, 4, and 5 are closed; column 6 is open.

Line S	Line N	CWD Operating Costs/Purchase of Services - Non-CCAP
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Costs may be claimed as generic or direct to function/program. Columns 1-6 are open.

Line T	Line O	Public Agencies/Purchase of Services - CCAP
--------	--------	--

Title line only - all columns should be blank.

Line T1	Line O1	Public Agencies/Purchase of Services - CCAP Direct-Billed
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All direct-billed CCAP costs should be claimed to Generic. Columns 1, 2, 3, 4, and 5 are closed; column 6 is open.

III. SOCIAL SERVICES FUNCTION

A. TANF Probation

As referenced in CFL No. 97/98-51, effective in the March 1998 quarter, PIN 133074, TANF Probation Camps/Services/ Foster Care has been deleted. All TANF Probation services costs must now be separated into two cost categories. To reflect this, the following two new TANF Probation services codes have been established to capture these costs: Program 554, TANF Probation-Prior Emergency Assistance (EA) Program, has been renamed and established to capture any old program costs pursuant to Section 18223 of the Comprehensive Youth Services Act (CYSA). (The

June 1998 quarter PCD will be revised to reflect this name change.) All "Prior EA Program" costs will now be reported as a direct cost to PIN 554074, TANF Probation Services.

Program 555, TANF Probation-New Program Services, has been renamed and established for all TANF eligible costs related to the new TANF Probation prevention services pursuant to those outlined in WIC Section 18222 of the CYSA. (The June 1998 quarter PCD will be revised to reflect this name change.) All New Program services costs will now be reported as a direct cost to PIN 555074, TANF Probation Services.

Also, outlined in the above CFL are claiming instructions for TANF Probation Electronic Data Processing (EDP) equipment. If a county has incurred costs for EDP equipment/systems or Maintenance and Operations (M&O) related to tracking and monitoring probation cases, those costs are not subject to the 15 percent administration cap. Therefore, the costs may be claimed to the appropriate three digit code listed above on the DFA 325.1A, EDP Cost Detail Schedule under the M&O or Developmental Projects Direct-to-Program Sections. If the County Probation Department determines that the EDP costs are subject to the 15 percent administration cap, the costs should be claimed to PIN 133075, TANF Probation Administration.

Counties are reminded that any claiming related questions should be directed to your county contact in the Fiscal Policy Bureau. For any program related questions, counties should first consult the Probation Title IV-A Emergency Assistance Guidebook and, if there is still a question or need for policy interpretation, counties should contact Mr. Al Lindeman of the Chief Probation Officers of California (CPOC) at (714) 935-6647.

B. CWS/CMS Training Allocation Rollover

Counties were advised in CFL No. 97/98-45, dated January 14, 1998 that the CWS/CMS Training funds, for staff overtime costs, appropriated in fiscal year (FY) 1996/97, were reappropriated in FY 1997/98. Only counties that did not expend their entire FY 1996/97 allocation were issued a rollover allocation for FY 1997/98. The funds are for county staff that must work overtime in order to maintain their current workload due to attending and/or traveling to and from CWS/CMS training. These staff must time study any overtime hours to Code 5370, CWS/CMS Conversion/Training, only. Program 539, CWS/CMS Conversion/Training-Nonfederal, is used to reflect the nonfederal costs after application of the CWS nonfederal discount rate to Program 537. CWD staff should not time study to this code 539.

C. EA CWS Eligibility

Effective with the March 1998 quarter, Program 223, EA CWS Eligibility, has been moved from the former Eligibility Function to the Social Services Function. Allowable costs for Program 223 remain the same. The sharing ratio also remains the same at 0/85/0/15.

D. Fraud - IHSS (CSBG)

Effective with the March 1998 quarter, Program 330 has been moved from the former Welfare Fraud Function to the Social Services Function. Allowable costs remain the same. The sharing ratio also remains the same at 0/70/0/30.

E. OCOP/GR - Social Services

Effective the March 1998 quarter, Program 190 is retained within the Social Services Function to capture OCOP/GR costs associated with emergency shelter care over 30-days. (See Other Public Assistance Function for additional OCOP/GR instructions.) The sharing ratio remains the same at 0/0/0/100 and is intended to capture county-only costs. The following PINs remain available for Program 190:

<u>PINs</u> 190002	Emergency Shelter Care
190066	Personal Services: ESC - County Operated
190067	Operating Costs: ESC - County Operated

F. OCOP/GR Non-EDP - Social Services

Effective the March 1998 quarter, Program 592 is retained within the OCOP/GR Non-EDP costs associated with emergency shelter care over 30-days. (See Other Public Assistance Function for additional OCOP/GR Non-EDP instructions.) The sharing ratio remains the same at 0/0/0/100 and is intended to capture county-only costs. The following PINs remain available for Program 592:

<u>PINs</u> 592002	Emergency Shelter Care
592066	Personal Services: ESC-County Operated
592067	Operating Costs: ESC-County Operated

IV. CALWORKS FUNCTION

With the exception of Program 432, Cal-Learn Support Services, Program 451, Nonfederal WTW, Program 616, Nonfederal CalWORKs Eligibility, and Program

627, CalWORKs Substance Treatment-Federal, programs within the CalWORKs Function are funded with Federal TANF and State General Fund dollars through the CalWORKs Single Allocation. County expenditures for applicable CalWORKs Programs, including Programs 451 and 616, will be tracked by the CDSS for county MOE purposes.

A. CalWORKs CWPDP Control

Effective January 1, 1998, the former Aid to Families with Dependent Children (AFDC) and continuing Cal-Learn CWPDP participants were transitioned into the CalWORKs program. Costs for the continued tracking/reporting of the former AFDC/CalWORKs CWPDP project participants, and the Cal-Learn CWPDP project are now claimed to Program 619, CalWORKs CWPDP Control.

B. CalWORKs Eligibility

Program 614, CalWORKs Eligibility, has been established for capturing CalWORKs Program specific costs (both intake and continuing phases) associated with determining CalWORKs Program eligibility, and diversion program related costs. The following PINs have been established for Program 614:

<u>PINs</u>	614014	Medical Exams
	614068	Direct Costs
	614080	Evaluation
	614088 through 94	Support Operating Direct Charge Costs

Due to the establishment of Program 614, the following program has been deleted effective with the March 1998 quarter:

PRIOR PROGRAM DELETED: 201 AFDC-FG/U

NOTE: *Program costs associated with CalWORKs initial (i.e., "intake") eligibility determination processes that are common, or "benefit", the CalWORKs, Food Stamp, and Medi-Cal Programs should not be claimed to Program 614, CalWORKs Eligibility. Instead, common costs associated with determining initial eligibility for the above three programs should be claimed to Program 615, Initial Eligibility Determination for CalWORKs, Food Stamp, and Medi-Cal Programs (see Program 615).*

For additional information pertaining to CalWORKs Program eligibility and financial provisions, please refer to All County Letters (ACLs) 97-65 and 97-66, both dated October 29, 1997.

C. Initial Eligibility Determination for CalWORKs, Food Stamp and Medi-Cal Programs

During the initial intake process (which includes intake for clients who

standard minimum, basic information required for determining eligibility for each of the CalWORKs, Food Stamp and Medi-Cal Programs. Those individuals applying for aid simultaneously for CalWORKs, Food Stamp, and Medi-Cal benefits provide such basic, or *common* (i.e., required by all three) information to be utilized and shared by all three programs to determine individual program eligibility.

Effective with the March 1998 quarter, Program 615, Initial Eligibility Determination for CalWORKs, Food Stamp and Medi-Cal Programs, has been established for capturing costs associated with the initial Eligibility Determination process, involving common costs, on behalf of clients applying for benefits in all three programs simultaneously. The following PINs have been established for Program 615:

PINs 615068 Direct Costs
615088 through 94 Support Operating Direct Charge Costs

NOTE: *Program 615 costs will be distributed in accordance with final approval of the CWD Cost Allocation Plan (CAP) and in conjunction with final State budget authority.*

D. Nonfederal CalWORKs Eligibility

Program 616, Nonfederal CalWORKs Eligibility, has been established for capturing costs associated with continuing eligibility determination and grant maintenance functions on behalf of nonfederally-eligible CalWORKs recipients (e.g., legal aliens, though ineligible under TANF grant, remain eligible for aid under CalWORKs). The sharing ratio for this program is 0/100/0/0. In addition, the following PINs have been established for Program 616:

PINs 616068 Direct Costs
616088 through 94 Support Operating Direct Charge Costs

As a reminder, costs associated with the initial eligibility determination process continue to be federally-eligible until final status of client is known.

E. Cal-Learn Case Management

Prior to the administrative expense claiming (now referred to as county expense claiming) revisions effective as of January 1, 1998, caseworker salary and benefit costs were tied specifically to a worker's assigned function, hence, programs that crossed more than one function required multiple program codes for claiming purposes. The Cal-Learn Program is

an example of such a program, with program administration codes established in both the Eligibility and Employment Services Functions. With the CEC reconstruction and revisions effective with the March 1998 quarter, it is no longer necessary to maintain separate program codes within individual functions for "multi-functional" programs as caseworkers may time study to all programs in *any* function (with the exception of fraud codes reserved for use only by Welfare Fraud Investigators (WFI) holding peace officer status).

Effective with the March 1998 quarter, former Cal-Learn Program Codes have been consolidated and moved from the now defunct Eligibility and Employment Services Functions to the CalWORKs Function. As a result, Program 617, Cal-Learn Case Management, has been established to capture case management costs associated with the Cal-Learn Program. The following PINs have been established for Program 617:

<u>PINs</u> 617031	Contracted Services
617068	Direct Costs
617088 through 94	Support Operating Direct Charge Costs

<u>PRIOR PROGRAMS DELETED:</u>	429 Cal-Learn Case Management - 50%
	431 Cal-Learn Case Management

F. Cal-Learn Eligibility

Effective with the March 1998 quarter, Program 630, Cal-Learn Eligibility, has been renamed and established to capture program administration costs associated with the Cal-Learn Program. The June 1998 quarter PCD will be revised to reflect this name change. The following PINs have been established for Program 630:

<u>PINs</u> 630031	Contracted Services
630088 through 94	Support Operating Direct Charge Costs

<u>PRIOR PROGRAMS DELETED:</u>	246 Cal-Learn Administration - Eligibility
	430 Cal-Learn Administration - Employment Services

G. Cal-Learn Support Services

Program 432, Cal-Learn Support Services, remains for claiming support services direct costs associated with the Cal-Learn Program. Therefore, the following PINs are available for Program 432:

<u>PINs</u>	432003	Transportation
	432016	Ancillary Services
	432034	Incapacity Exam
	432088 through 94	Support Operating Direct Charge Costs

H. CalWORKs Program Integrity

Effective with the March 1998 quarter, Program 618, CalWORKs Program Integrity, has been established to capture the costs previously charged to the prior programs identified below. The following PINs have been established for Program 618:

PINs 618088 through 94 Support Operating Direct Charge Costs

PRIOR PROGRAMS DELETED: 208 AFDC Administrative Hearings
265 Early Detection/Prevention
Program - AFDC

I. CalWORKs Transitional Services

ACL 97-72, dated October 29, 1997, notified counties that they may continue to provide case management and supportive services to certain employed CalWORKs recipients and former recipients provided that counties have included their intent to do so within their respective county plans.

Program 631, CalWORKs Transitional Services, has been established for capturing administrative costs associated with providing transitional services (with the exception of child care services) to either former AFDC/CalWORKs recipients who are employed and have received aid within the previous CalWORKs 12 months, or, on-the-job training participants deemed ineligible for receiving CalWORKs benefits due to earned income, amount of hours worked, or loss of income disregards. CalWORKs transitional services include transportation, ancillary expenses (e.g., books, tools, clothing, etc.), personal counseling, and substance abuse and/or mental health treatment, to the extent that services are not medical in nature. The following PINs have been established for Program 631:

<u>PINs</u>	631068	Direct Costs
	631088 through 94	Support Operating Direct Charge Costs

J. CalWORKs Substance Abuse Treatment - Federal

CFL No. 97/98-16, dated September 10, 1997, provided county allocations for Substance Abuse Prevention and Treatment (SAPT) Block Grant funds. These funds were allocated to CWDs for the provision of *specific* substance abuse treatment services for CalWORKs recipients for the purpose of removing existing employment barriers caused by substance abuse. ACL 97-72, dated October 29, 1997, includes detailed information regarding the substance abuse treatment services available for CalWORKs recipients. However, SAPT Block Grant Funds must be expended in accordance with stringent federal requirements, funding specific substance abuse treatment services only.

CWDs should work closely with their local Alcohol and Other Drug (AOD) Program agencies and other substance abuse treatment contract providers to ensure compliance with Title 45, Code of Federal Regulations (CFR), Sections 96.30, 96.31, 96.124(c), 96.127, 96.128, 96.131, 96.135, and 96.137, which apply to the SAPT Block Grant. Many local AOD programs currently operate within the parameters of SAPT funding requirements, and therefore, are able to provide services while meeting the reporting requirements within their existing infrastructure. Additional information regarding the SAPT Block Grant will be forthcoming in a program ACL. For more information on specific requirements for the SAPT Block Grant, CWDs may contact the State Department of Alcohol and Drug Programs at (916) 322-6643.

Effective with the March 1998 quarter, Program 627, CalWORKs Substance Abuse Treatment - Federal, has been established to capture costs associated with the provision of SAPT-eligible services to CalWORKs recipients. The following PIN has been established for Program 627:

PINs 627031 Contracted Services

Counties are advised that reimbursement for claimed expenditures against their SAPT Block Grant allocation is subject to approval of a pending Interagency Agreement (IA) between The CDSS and Department of Alcohol and Drug Programs.

The above claiming instructions are applicable only to the SAPT Block Grant allocation, and should not be confused with prior claiming.

instructions transmitted in CFL 97/98-42, dated January 21, 1998,
pertaining to CalWORKs Substance Abuse and Mental Health Treatment
Services.

CalWORKs Welfare to Work Programs

As discussed in CFL 97-98-40, dated December 18, 1997, effective with the March 1998 quarter the former Greater Avenues for Independence (GAIN) Program has been discontinued and replaced by the newly established Welfare to Work (WTW) Program. The WTW Program includes virtually the same former GAIN *components*, along with additional features unique to the WTW Program in accordance with CalWORKs AB 1542, Chapter 270 Statutes of 1997.

Effective with the March 1998 quarter, the following programs have been established for claiming WTW Program expenditures to the applicable "phase" according to participant placement:

K. WTW Pre-Assessment

Program 620, WTW Pre-Assessment, has been established to capture costs associated with the initial WTW Program Orientation and Appraisal process, and subsequent provision of Job Club/ Job Search Services. Program 620 was established for claiming WTW costs incurred during the provision of services comparable to those services categorized under the former **GAIN component-level** Program Codes 4051, GAIN-Orientation and Appraisal, and 4053, GAIN-Job Club/Job Search Services. The following PINs have been established for Program 620:

<u>PINs</u>	620031	Contracted Services
	620088 through 94	Support Operating Direct Charge Costs

L. WTW Assessment

Program 624, WTW Assessment, has been established to capture costs associated with the WTW Program Assessment phase. Program 624 was established for claiming WTW costs incurred during the provision of services comparable to those services categorized under the former **GAIN component-level** Program Code 4054, GAIN-Assessment. The following PINs have been established for Program 624:

<u>PINs</u>	624031	Contracted Services
	624088 through 94	Support Operating Direct Charge Costs

M. WTW Post Assessment-Vocational Education

Program 623, WTW Post Assessment-Vocational Education, has been established to capture costs associated with the WTW Program Post Assessment phase specifically related to the provision of Vocational Education opportunities to CalWORKs recipients. Program 623 was established for claiming WTW costs incurred during the provision of services comparable to those services categorized under the former GAIN component-level Program Code 4056, GAIN-Vocational Training & Education. The following PINs have been established for Program 623:

PINs 623031 Contracted Services
623088 through 94 Support Operating Direct Charge Costs

N. WTW Post Assessment-Community Service

Program 621, WTW Post Assessment-Community Service, has been established to capture costs associated with the provision of Community Service (activities) assignments for WTW Program participants. The following PINs have been established for Program 621:

PINs 621031 Contracted Services
621088 through 94 Support Operating Direct Charge Costs

O. WTW Post Assessment-Other

Program 622, WTW Post Assessment-Other, has been established to capture all "other" post assessment phase costs aside from those for Vocational Education (Program 623) or Community Service-related (Program 621) activities associated with the WTW Program. The following PINs have been established for Program 622:

PINs 622031 Contracted Services
622088 through 94 Support Operating Direct Charge Costs

P. WTW General

Program 633, WTW General, has been established to capture direct costs associated with the WTW General Program for situations where (1) it cannot be determined which phase (i.e., pre-assessment, assessment, post-assessment, etc.) a particular client is served when costs are incurred, or (2) direct costs are specifically attributable to incapacity exams, separate service centers, transportation, and/or ancillary services. Allowable direct costs for Program 633 include, but are not limited to,

transportation, ancillary services, and incapacity exams for WTW General Program participants. The following PINs have been established for Program 633:

<u>PINs</u> 633031	Contracted Services
633034	Incapacity Exam
633057	Separate Service Center
633003	Transportation
633016	Ancillary Services
633088 through 94	Support Operating Direct Charge Costs

Q. Nonfederal WTW

Program 451, Nonfederal GAIN, has been renamed to "Nonfederal WTW," and will capture costs associated with WTW services provided on behalf of nonfederally eligible CalWORKs recipients such as recent noncitizen entrants. The allowable costs for Program 451 remain the same, with the exception of the nonfederal child care which now should be captured in Code 903. The sharing ratio for this program is 0/100/0/0. In addition, the following PINs have been established for Program 451:

<u>PINs</u> 451031	Contracted Services
451034	Incapacity Exam
451057	Separate Service Center
451003	Transportation
451016	Ancillary Services
451088 through 94	Support Operating Direct Charge Costs

With the establishment of the Welfare to Work Program and corresponding Programs 633, and Programs 620 through 624, the following former GAIN Programs have been deleted effective this quarter:

<u>PRIOR PROGRAMS DELETED:</u>	405	GAIN-CASEWORK
	409	GAIN
	411	JOBS Contract Pass Through-CW
	413	JOBS Contract Pass Through 50%

For detailed information regarding CalWORKs WTW Program provisions, please refer to ACL 97-72, dated October 29, 1997.

R. NCP Demonstration Project

Effective with the March 1998 quarter, Program 629, NCP Demonstration Project, has been established to capture costs for the following participating demonstration project counties: Contra Costa, Los Angeles, Napa, San Benito, San Francisco, Santa Barbara, and Santa Clara. ACL 97-56, dated October 2, 1997, solicited county interest in participating in

this project, aimed at providing employment and training services to unemployed, non-custodial parents whose children are receiving Public Assistance.

The CEC will capture non-Title IV-D funded costs associated with this project, including employment training/services and supportive services (i.e., child care, transportation, ancillary, counseling, and substance abuse/mental health treatment). Other activities specific to family support must be claimed to the county's Title IV-D expense claim. This limitation, however, does not preclude CWDs from entering into contracts/agreements with IV-D or other agencies for performing demonstration project activities on their behalf.

The following PINs have been established for Program 629:

<u>PINs</u>	629029	Support Services
	629031	Contracted Services

CalWORKs Fraud Programs

Effective with the March 1998 quarter, several fraud programs associated with both the former CalWORKs and PAFS Programs have been moved to the CalWORKs Function. Fraud programs are now aligned with the *function and programs* to which fraud activities are directed.

The following is a list of those fraud programs that have been moved to the CalWORKs Function and their respective new program titles (fraud programs for other functions are listed in the appropriate section of this CFL):

<u>PROGRAM</u>	<u>TITLE (New titles are indicated in bold)</u>
301	CalWORKs Fraud
305	Nonfederal CalWORKs Fraud
312	PA Food Stamp Fraud
315	Federal CalWORKs and FS Fraud
320	Nonfederal CalWORKs and FS Fraud
340	Early Fraud Detection Prevention (EFD/P) - CalWORKs
342	EFD/P - CalWORKs and FS
392	Fraud - CalWORKs AFIRM - LA County
393	Fraud - PAFS AFIRM - LA County
394	Fraud - CalWORKs AFIRM Evaluation

For detailed information regarding CalWORKs Program penalty requirements, please refer to ACL 97-69, dated October 29, 1997.

The following is a list of the funding codes that have been deleted effective this quarter as a result of the realignment of fraud programs:

<u>PROGRAM</u>	<u>TITLE</u>
203	Nonfederal AFDC-FG/U
209	AFDC Fraud
227	PA Food Stamp Fraud
276	EFD/P - AFDC
292	AFDC AFIRM - Los Angeles County
294	AFDC AFIRM - Evaluation

Additional CalWORKs Programs

The following is a list of additional programs remaining from the former Eligibility Function that have been moved to the CalWORKs Function:

<u>PROGRAM</u>	<u>TITLE (New titles are indicated in bold)</u>
204	CalWORKs IEVS
226	Child/Spousal Support Disregard
238	Program Income (San Diego Cnty)
264	U.S. Residency Project - CalWORKs
269	CalWORKs - SAVE
278	CalWORKs Overpayment Collections
280	SAWS Development
281	SAWS Interim Maintenance
291	Leaders-Planning
293	CalWORKs AFIRM - Los Angeles County
294	Fraud - CalWORKs AFIRM Evaluation
492	GAIN-JOBS Basic Education Study (Riverside County)
602	SAWS-Leaders Development
610	CalWORKs Jail Match

V. OTHER PUBLIC ASSISTANCE (OPA) FUNCTION

Within the Other Public Assistance Function, the following food stamp programs are countable toward the CWD's CalWORKs Program MOE, based upon county shares of cost at 50/35/0/15:

PROGRAM

211 Food Stamp Issuance
 214 FSOLIS
 234 Fraud NAFS AFIRM LA
 268 SAVE - NAFS
 310 NA Food Stamp Fraud
 343 NAFS Eligibility
 344 NAFS Program Integrity
 347 NAFS Quality Control

A. Adoption Assistance Program

Effective the March 1998 quarter, Program 230, Adoption Assistance Program, and all associated PINs have been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 50/50/0/0 for program costs and 75/25/0/0 for staff development costs.

B. AFDC Foster Care Eligibility

Effective the March 1998 quarter, Program 345, AFDC Foster Care Eligibility, has been established to capture the costs previously charged to the prior program identified below. Allowable costs remain the same. The sharing ratio also remains the same at 50/35/0/15 for program costs and 75/17.5/0/7.5 for staff development costs. The following PINs have been established for Program 345:

PINs 345088 through 94 Support Operating Direct Charge Costs

PRIOR PROGRAM DELETED: 205 AFDC-Foster Care

C. AFDC Foster Care Eligibility - Voluntary Program

Effective the March 1998 quarter, Program 613, AFDC Foster Care Eligibility - Voluntary Program, has been established to capture the costs previously charged to the prior program identified below. Allowable costs remain the same. The sharing ratio also remains the same at 50/35/0/15 for program costs and 75/17.5/0/7.5 for staff development costs. The following PINs have been established for Program 613:

PINs 613088 through 94 Support Operating Direct Charge Costs

PRIOR PROGRAM DELETED: 206 AFDC-Foster Care-Voluntary Program

D. Child Support

Effective the March 1998 quarter, Program 225, Child Support, and all associated PINs have been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/0/100.

E. County Medical Services Program - Non-RRP/CHEP

Effective the March 1998 quarter, Program 217, County Medical Services Program - Non-RRP/CHEP, and all associated PINs have been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/100/0.

F. EFD/P - NAFS

Effective the March 1998 quarter, Program 275, EFD/P - NAFS, and all associated PINs have been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 50/50/0/0.

G. Food Stamp Issuance

Effective the March 1998 quarter, Program 211, Food Stamp Issuance, and all associated PINs have been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 50/35/0/15, and is CalWORKs MOE countable.

Two-County EBT Project: Program 211 will also be used for claiming EBT costs for the Two-County EBT Project by San Bernardino and San Diego counties. Claiming instructions will be sent to these counties under a separate letter.

H. FSET

Effective the March 1998 quarter, Program 464, FSET, and all associated PINs have been moved from the former Employment Services Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 100/0/0/0.

I. FSET/Support Services

Effective the March 1998 quarter, Program 468, FSET / Support Services, and all associated PINs have been moved from the former Employment Services Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 100/0/0/0.

J. FSOLIS

Effective the March 1998 quarter, Program 214, FSOLIS, has been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 50/35/0/15, and is CalWORKs MOE countable.

K. Fraud - NAFS AFIRM - LA County

Effective the March 1998 quarter, Program 234, Fraud FS AFIRM - LA County, has been renamed "Fraud NAFS AFIRM - LA County" and moved from the former Eligibility Function to the OPA Function. All associated PINs have also been moved. Allowable costs remain the same. The sharing ratio also remains the same at 50/0/0/50, and is CalWORKs MOE countable.

L. Medi-Cal

Effective the March 1998 quarter, Program 215, Medi-Cal, and all associated PINs have been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/100/0.

M. Medi-Cal Section 1931

Among the many welfare changes imposed by the passage of PRWORA of 1996 was the establishment of a new mandatory coverage group within the Medi-Cal Program. According to the new requirements contained in Section 1931(b) of the Social Security Act, Medi-Cal benefits will now be provided to low income families determined to be eligible under the "Section 1931 rules." Consistent with CalWORKs implementation, the Medi-Cal Section 1931 Program becomes effective January 1, 1998.

Detailed program instructions pertaining to the Section 1931 coverage group will be transmitted under separate cover by the California Department of Health Services.

Effective the March 1998 quarter, Program 349, has been established to capture costs associated with Medi-Cal Section 1931 Program.

In addition, the following PINs have been established for Program 349:

PINs 349060 Direct Service Delivery
349088 through 94 Support Operating Direct Charge Cost

N. NAFS Eligibility

Effective the March 1998 quarter, Program 343, NAFS Eligibility, has been established to capture the costs previously charged to Program 270 and NAFS Time Study codes 2101 and 2103 identified below. Allowable costs remain the same. The sharing ratio also remains the same at 50/35/0/15, and is CalWORKs MOE countable. The following PINs have been established for Program 343:

PINs 343025 Issuance
343088 through 94 Support Operating Direct Charge Costs

PRIOR PROGRAM/TIME

STUDY CODES DELETED: 270 Indian Reservation NAFS
2101 Nonassistance Food Stamps - Intake
2103 Nonassistance Food Stamps - Cont.

O. NAFS-IEVS

Effective the March 1998 quarter, Program 218, NAFS-IEVS, and all associated PINs have been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 50/50/0/0.

P. NAFS Fraud

Effective March 1998 quarter and with the elimination of the Welfare Fraud Function, the following Food Stamp Fraud Programs and all associated PINs have been moved to the OPA Function and assigned new names as indicated below. As a result, Programs 213 and 277 are deleted and no longer needed for sharing shifts. Allowable costs remain the same. The sharing ratios also remain the same at 50/35/0/15 for Programs 310 (CalWORKs MOE countable) and 334, and 50/50/0/0 for Program 341. As a reminder, these codes are solely for costs associated with investigations performed by fraud investigators and their first-line supervisors holding peace officer status under Penal Code Section 830.

<u>PROGRAM</u>	<u>PRIOR NAME</u>	<u>NEW NAME</u>
310	Food Stamp (FS)	NAFS Fraud
334	Fraud - FS AFIRM - Los Angeles (LA) County	Fraud - NAFS AFIRM - LA County
341	EFD/P - NAFS	EFD/P - NAFS (WFI)

Q. NAFS - Jail Match (SB 1556)

Claiming instructions for Program 611, NAFS - Jail Match (SB 1556), were provided in the December 1997 claiming CFL No. 97/98-42, dated January 21, 1998.

R. NAFS Program Integrity

Effective the March 1998 quarter, Program 344, NAFS Program Integrity, has been established to capture the costs previously charged to the prior programs identified below. Allowable costs remain the same. The sharing ratio also remains the same at 50/35/0/15, and is CalWORKs MOE countable. The following PINs have been established for Program 344:

PINs 344088 through 94 Support Operating Direct Charge Costs

PRIOR PROGRAMS DELETED: 212 Food Stamp Administrative Hearings
266 ED/PP - NAFS

S. NAFS - Quality Control

Effective the March 1998 quarter, NAFS Time Study code 2105, NAFS - Quality Control, has been moved from the former Eligibility Function to the OPA Function and assigned its own, unique new Program 347. Allowable costs remain the same. The sharing ratio also remains the same at 50/35/0/15, and is CalWORKs MOE countable.

T. OCOP/GR

Effective the March 1998 quarter, Program 352, OCOP/GR, has been established to capture costs previously charged to the prior programs identified below. The sharing ratio also remains the same at 0/0/0/100, and is intended to capture county-only public assistance programs.

(Costs for Program 190, OCOP/GR - Social Services are identified in the Social Services Function.) The following PINs have been established for Program 352:

<u>PINs</u> 352024	Investigations
352027	Other County Only Expense
352031	Contracted Services
352041	Prosecution
352088 through 94 Support Operating Direct Charge Costs	

PRIOR PROGRAMS DELETED: 220 OCOP/GR - Eligibility
390 OCOP/GR - Welfare Fraud
490 OCOP/GR - Employment Services

U. OCOP/GR Non-EDP

Effective the March 1998 quarter, Program 348, OCOP/GR-Non-EDP, has been established to capture costs previously charged to the prior programs identified below. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/0/100. (Costs for Program 592, OCOP/GR - Social Services are identified in the Social Services Function.) The following PINs have been established for Program 348:

<u>PINs</u> 348024	Investigations
348027	Other County Only Expense
348031	Contracted Services
348041	Prosecution
348088 through 94	Support Operating Direct Charge Costs

PRIOR PROGRAMS DELETED: 395 OCOP/GR - Non-EDP - Welfare Fraud
 482 OCOP/GR - Non-EDP - Employment Services
 604 OCOP/GR - Non-EDP - Eligibility

V. RCA/ECA Program

Effective the March 1998 quarter, Program 351, RCA/ECA, has been established to capture the costs previously charged to the prior programs identified below. Allowable costs remain the same. The sharing ratio also remains the same at 100/0/0/0. The following PINs have been established for Program 351:

PINs 351088 through 94 Support Operating Direct Charge Costs

PRIOR PROGRAMS DELETED: 259 RCA/ECA Program
 474 RCA Program

W. RESS - County

Effective the March 1998 quarter, Program 478, RESS - County, and all associated PINs have been moved from the former Employment Services Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/0/100.

X. RRP Medical

Effective the March 1998 quarter, Program 350, RRP Medical, has been established to capture the costs previously charged to the prior codes identified below. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/100/0. The following PINs have been established for Program 350:

PINs 350088 through 94 Support Operating Direct Charge Costs

PRIOR PROGRAMS DELETED: 250 RRP - Medical Assistance
253 RRP - County Medical Services

Y. RRP - Public Assistance

Effective the March 1998 quarter, Program 251, RRP-AFDC, has been renamed "RRP - Public Assistance" and has been moved from the former Employment Services Function to the OPA Function. All associated PINs have also been moved. Allowable costs remain the same. The sharing ratio also remains the same at 100/0/0/0.

Z. RTA - County

Effective the March 1998 quarter, Program 480, RTA - County, and all associated PINs have been moved from the former Employment Services Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/0/100.

AA. SAVE - Food Stamps

Effective the March 1998 quarter, Program 268, SAVE - Food Stamps, has been renamed "SAVE - NAFS" and has been moved from the former Eligibility Function to the OPA Function. All associated PINs have also been moved. Allowable costs remain the same. The sharing ratio also remains the same at 50/35/0/15, and is CalWORKs MOE countable.

BB. SAVE - Medi-Cal

Effective the March 1998 quarter, Program 271, SAVE - Medi-Cal, and all associated PINs have been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/100/0.

CC. U.S. Residency Project - NAFS

Effective the March 1998 quarter, Program 262, U.S. Residency Project - FS, has been renamed "U.S. Residency Project - NAFS" and has been moved from the former Eligibility Function to the OPA Function. All associated PINs have also been moved. Allowable costs remain the same. The sharing ratio also remains the same at 50/50/0/0.

DD. TANF - Probation Eligibility

Effective the March 1998 quarter, Program 219, TANF - Probation Eligibility, has been moved from the former Eligibility Function to the OPA Function. Allowable costs remain the same. The sharing ratio also remains the same at 0/0/0/100.

VI. CHILD CARE FUNCTION

ACL 97-73, dated October 29, 1997, provides the guidelines for implementation of the CalWORKs Child Care system established by AB 1542. With the implementation of CalWORKs, the following child care programs were repealed on January 1, 1998 and consolidated into one single child care program: Transitional Child Care (TCC), Supplemental Child Care (SCC), Cal-Learn Child Care, child care earned income disregard, Greater Avenues for Independence Program (GAIN) Child Care, and Non-GAIN Education and Training (NET) Child Care. The California Alternative Assistance Program (CAAP) was repealed effective October 3, 1997. The CalWORKs Child Care Program is administered in three stages. Stage One Child Care is administered by the CDSS, and Stages Two and Three Child Care by the California Department of Education (CDE). For Child Care contracted services, counties are reminded to separate and charge (only) payments to the appropriate child care services, payments PIN.

Funding for programs under the CalWORKs child care allocation for January 1st to June 30th, 1998 (CFL No. 97/98-17), will be Federal TANF and State General Funds, with no county share. Use of TANF funds for child care "assistance," except for one-time, short-term diversion, initiates the Federal 60-month time limit.

A. Stage One Child Care

Effective January 1, 1998 funding for Stage One Child Care is the CalWORKs Child Care allocation. Stage One is intended to serve those individuals who are newly working or beginning participation in a work activity while on aid.

Recipients who were eligible for the child care earned income disregard and the SCC program are eligible to receive child care services under the new CalWORKs child care system. Effective January 1, 1998, these recipients should be served in Stage Two child care (CDE funded). However, if funded slots are not available in Stage Two to provide child care services or if the CWD determines that a recipient's situation is too unstable, the recipient can initially receive Stage One child care and then be moved to Stage Two, as appropriate. Counties may utilize the Stage

One child care allocation for contracted service costs for any/all child care needs, keeping in mind that the Federal time limit applies to State One child care recipients. (For additional Stage One child care claiming instructions, see item B, Stage One TCC - Other.)

Effective the March 1998 quarter, Program 453, Stage One Child Care, has been moved from Employment Services to the new Child Care Function, renamed and maintained to capture costs previously charged to the prior codes identified below. Allowable costs remain the same. The current funding ratio is 99/1/0/0. The following PINs have been established for Program 453:

PINs 453031 Contracted Services
453088 through 94 Support Operating Direct Charge Costs

PRIOR PROGRAMS: 453 GAIN Child Care Administration
(Renamed)
458 NET Child Care Administration (deleted)

NOTE: *Stage One Child Care payments are reported to Program Code 910, Stage One Child Care Services.*

B. Stage One Child Care Services

Effective the March 1998 quarter, Program 910, Stage One Child Care Services has been established to capture costs previously charged to the prior codes identified below. Allowable costs remain the same. The current funding ratio is 80/20/0/0. The following PINs have been established for Program 910.

PIN 910018 Child Care Services, Payments

PRIOR PROGRAMS DELETED: 454 GAIN Child Care Services
459 NET Child Care Services

C. Stage One TCC - Other

Per ACL 97-73, TCC families receiving child care should be transitioned into Stage Three child care. If Stage Three funding is not available then TCC families should be referred to Stage Two. If there is no Stage Two child care funding available, these families can remain in Stage One until there is available funding in Stage Two or Stage Three.

Effective the March 1998 quarter, Program 900, Stage One TCC - Other, has been established, to capture costs of providing child care for (former) clients who continue to be served in Stage One due to lack of available slots in Stage Two or Three. CFL No. 97/98-40, dated

December 18, 1997, advised the CWDs to flag the cases that have TCC recipients who will be receiving child care in Stage One as of January 1, 1998. For future funding considerations the counties are advised to identify and track cases and costs of all Stages in which clients are served. For the remainder of SFY 1997-98, anticipated funding for Program 900 is Non-TANF related dollars. The following PINs have been established for Program 900:

<u>PINs</u>	900018	Child Care Services, Payments
	900031	Contracted Services
	900088 through 94	Support Operating Direct Charge Costs

D. Cal-Learn Child Care

Effective the March 1998 quarter, Program 909, Cal Learn Child Care has been established to capture costs previously charged to the prior code identified below. Allowable costs remain the same. The funding source is the CalWORKS Child Care allocation. The current funding ratio is 48/52/0/0. The following PINs have been established for Program 909:

<u>PINs</u>	909018	Child Care Services, Payments
	909031	Contracted Services
	909088 through 94	Support Operating Direct Charge Costs

<u>PRIOR PROGRAMS:</u>	247	Cal-Learn Child Care Administration - Eligibility (deleted)
	433	Cal-Learn Child Care Administration - Employment Services (See Item H. Regarding residual costs for this program)
	435	Cal-Learn Child Care Services (See Item H. regarding residual costs for this program)

E. Child Care Health and Safety Self-Certification

Effective the March 1998 quarter, Program 901, Child Care Health and Safety Self-Certification, has been established to capture costs previously charged to the prior code identified below. Allowable costs for gathering information to certify child care providers remain the same. Funding for Child Care Health and Safety Self-Certification is the CalWORKs single allocation. For FY 1997-98 the sharing ratio is 50 percent State General Fund, 50 percent CCDBG. The following PINs have been established for Program 901:

<u>PINs</u> 901031	Contracted Services
901088 through 94	Support Operating Direct Charge Costs

PRIOR PROGRAMS DELETED: 235 Child Care Health and Safety
Self-Certification - Eligibility
481 Child Care Health and Safety
Self-Certification - Employment
Services

F. Child Care Trustline

Effective the March 1998 quarter, Program 902, Child Care Trustline, has been established to capture costs previously charged to the prior codes identified below. Allowable costs associated with Trustline registration for license-exempt child care providers remain the same. Funding is the CalWORKs single allocation. For FY 1997-98 the sharing ratio is 50 percent State General Fund, 50 percent CCDBG. The following PINs have been established for Program 902:

<u>PINs</u> 902031	Contracted Services
902088 through 94	Support Operating Direct Charge Costs

PRIOR PROGRAMS DELETED: 239 Child Care Trustline - Eligibility
452 Child Care Trustline - Employment
Services

G. Nonfederal Child Care

The State continues to provide aid to recent non-citizen entrants who are non-federally eligible for assistance. This population is defined as individuals that meet the federal requirements of a qualified alien but entered the U.S. on or after August 22, 1996, or meet the eligibility requirement of an alien as described in CDSS EAS 42-431 (7/1/89).

Effective the March 1998 quarter, Program 903, Nonfederal Child Care, has been established to capture the nonfederal child care costs for this population. (Note: PCDs for the June 1998 quarter will reflect the name change from State Only Child Care to Nonfederal Child Care). The sharing ratio is 0/100/0/0. The following PINs have been established for Program 903:

<u>PINs</u> 903018	Child Care Services - Payments
903031	Contracted Services
903088 through 94	Support Operating Direct Charge Costs

H. Child Care Pilot Project

Effective the March 1998 quarter, Program 904, Child Care Pilot Project, has been established to capture costs for increasing capacity of providers and enhancing quality and safety with the training of welfare recipients to be providers for both in-home license-exempt and in-home licensed child care, in the 29 participating counties. (Butte, et. al.; [a consortium of 14 rural Northern California counties], Contra Costa, El Dorado, Humboldt, Kern, Mendocino, Monterey, Napa, Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Shasta, and Sonoma). The Child Care Development Block Grant (CCDBG) is the funding source for this project. There is no county share. The following PINs have been established for Program 904:

<u>PINs</u>	904031	Contracted Services
	904088 through 94	Support Operating Direct Charge Costs

I. Residual Costs of Child Care Programs

The following programs and their respective PINs remain in place only for the March 1998 quarter to capture residual costs, i.e., invoices that the CWD received after December 31 for the December 1997 quarter, claimable on the March 1998 quarter CEC. Effective with the June 1998 quarter, these programs will be deleted.

Program

240	TCC Administration (50/50/0/0)
241	TCC - Services (50/50/0/0)
244	SCC - Services (50/47.5/0/2.5)
433	Cal Learn Child Care Administration (50/50/0/0)
435	Cal-Learn Child Care - Services (50/50/0/0)
437	Nonfederal Cal-Learn Child Care Administration (0/70/0/30)
439	Nonfederal Cal-Learn Child Care Services (0/100/0/0)

For programs listed above, the Federal and State share of cost will be paid via the CalWORKs single allocation (July 1 through December 31, 1997).

J. Stage Two Child Care

Stage Two Child Care will be funded through the CDE and will serve those individuals who are working or participating in a work activity while on aid once it is determined that they are in a stable situation, and those transitioning off aid due to increased employment.

Effective the March 1998 quarter, Program 905, Stage Two Child Care, has been established to permit Alternative Payment Program (APP) provider counties to identify their Stage Two Child Care costs, via the Child Care Function. The CDE is the responsible State agency for administering Stage Two Child Care which includes reimbursement of costs associated with securing child care slots. Stage Two is funded through the CCDBG, with State and local MOE requirements. The following PINs have been established for Program 905:

<u>PINs</u>	905018	Child Care Services, Payments
	905031	Contracted Services
	905088 through 94	Support Operating Direct Charge Costs

<u>PRIOR PROGRAMS:</u>	240	TCC -	Administration
	243	SCC -	Administration

K. Child Care Capacity Building Program

Effective the March 1998 quarter, Program 906, Child Care Capacity Building Program, has been established for capturing costs for the child care capacity building efforts. CDSS Community Care Licensing Division provided counties with information about the Child Care Capacity Building Program in ACL No. 97-83, dated December 29, 1997. The funding source is State General Fund. There is no county share. The following PINs have been established for Program 906:

<u>PINs</u>	906031	Contracted Services
	906088 through 94	Support Operating Direct Charge Costs

L. Stage Three Child Care

Stage Three Child Care will be funded through CDE and will serve those who are transitioning off aid and the working poor.

Effective the March 1998 quarter, Program 907, Stage Three Child Care, has been established to permit APP provider counties to identify all Stage Three Child Care costs, via the Child Care Function. The CDE is the responsible State agency for administering and reimbursing Stage Three child care. Stage Three is funded through the CCDBG with State and local MOE requirements. The following PINs have been established for Program 907:

<u>PINs</u>	907018	Child Care Services, Payments
	907031	Contracted Services
	907088 through 94	Support Operating Direct Charge Costs

<u>PRIOR PROGRAMS:</u>	240	TCC Administration (See Item H. regarding residual costs for this program)
	243	SCC Administration

VII. NONWELFARE FUNCTION

Based on the recommendation from the CDSS/CWDA Workgroup, nonwelfare programs have been separated into their own function. The DFA 325 series of input forms have been revised to reflect the addition of the Nonwelfare Function as well as a new series of output forms, the DFA 327.E series. Instructions are provided below for the reporting of caseworker and support staff nonwelfare activities/costs.

A. Caseworkers

Counties were instructed in CFL No. 97/98-40, dated December 18, 1997 to separately identify casework nonwelfare activities at the county level using unique codes as needed. Hours will now be gathered and reported to the following program codes:

DFA 65

Program Code 8050, Nonwelfare Programs

Program Code 8060, Nonwelfare Programs - Non-EDP

Program Codes 8050/8060 will identify caseworker nonwelfare hours in much the same manner as the previous Other County Only Programs/ General Relief (OCOP/GR) and OCOP/GR - Non-EDP codes established within each of the functions prior to the March 1998 quarter. Also included here are hours for support staff performing nonwelfare casework equivalent activities. This methodology will allow support staff hours to be combined with caseworker hours to draw nonwelfare overhead costs to the function while continuing to allow support staff nonwelfare costs to be reported within their own cost pool. Counties should reference Section B, below, for detailed instructions regarding support staff nonwelfare costs.

CWDs should note that the former OCOP/GR and OCOP/GR - Non-EDP codes that previously identified nonwelfare program costs prior to the March 1998 quarter have been consolidated within the Other Public Assistance Functions to identify other county only welfare-related programs funded with county-only funds. Also, effective the March 1998 quarter, the Social Services Function contains OCOP/GR codes for over-30 day emergency shelter care costs claiming.

New DFA 327.E Series Output Forms

A new series of DFA 327 output forms have been developed for claiming nonwelfare costs. The pages are identified as the DFA 327.1E, 2E, 3E, 4E, and 5E and work in the same manner as other functional output forms. Column instructions have been provided. For claiming purposes, nonwelfare costs will be identified to the following codes:

Program 805, Nonwelfare Programs

<u>PINs</u> 805027	Other County Only Expense
805088 through 94	Support Operations Direct Charge Costs

Program 806, Nonwelfare Programs - Non-EDP

<u>PINs</u> 806027	Other County Only Expense
806088 through 94	Support Operations Direct Charge Costs

B. Support Staff

With the creation of the new Nonwelfare Function, changes have also occurred that affect how support staff will report casework equivalent activities, support of caseworkers performing nonwelfare activities, and support of caseworkers performing activities for a specific nonwelfare program. The old methodology of shifting salary and benefits for support activities only, with no casework equivalent, still applies. The salary and benefits of staff performing nonwelfare support activities, along with the application of an indirect cost rate, will be reported as Extraneous.

The salary and benefits of support staff, program administration or clerical, who perform casework equivalent activities in support of nonwelfare programs will be reported in the appropriate salary pool, lines F1, G1, or H1, column 5, on the DFA 325.1. This cost will be added to the total caseworker salary and benefits on the DFA 327.1E, new output form. Salary and benefits of support staff in direct support of caseworkers performing nonwelfare activities or performing activities for a specific nonwelfare program will be reported on lines F, G, or H, column 5, on the DFA 325.1. The salary and benefits associated with nonwelfare activities for any nonwelfare program will be reported on the DFA 327.1E, column 4, and allocated based on the caseworker ratio in column 2.

VIII. GENERIC FUNCTION

CFL No. 97/98-40, dated December 18, 1997, announced to counties that the Generic "function" continues to be available as part of the revised CEC for

activities that cannot be identified to a specific function or program. This has always been the case for several cost pools identified on the DFA 325.1. However, the Allocable Casework Cost Pool was an exception. Effective this quarter, column 6, Generic, is now open for generic caseworker salary/benefit costs on lines A-D. This revision was requested by the CDSS/CWDA Workgroup and is intended to identify caseworker administrative costs. However, the March 1998 quarter PCDs instruct counties to have caseworkers performing both casework and administrative activities to record the administrative activities to nonallocable. As such, counties may not be able to accomplish this revision in the March 1998 quarter. For counties that can identify caseworker administrative activities to generic, costs may be claimed as such. The June 1998 time study will provide revised instructions.

IX. ELECTRONIC DATA PROCESSING

A. EDP Forms Revisions

Among the revisions to the CEC effective with the March 1998 quarter are those involving EDP claiming, specifically the following forms revised to reflect the proper functional titles, etc. :

DFA 325.1A, EDP Cost Detail Schedule: The DFA 325.1A is used to accumulate CWD EDP time study hours, develop ratios, and distribute EDP costs incurred for both M and O and developmental categories. In addition, M and O and development costs for any system developed and operated solely for the benefit of a single program are direct charged to the particular benefiting program. The DFA 325.1A 3/98 revision includes the addition of the CalWORKs, Other Public Assistance, Child Care, and Nonwelfare Functions, *as well as the* deletion of the Eligibility, Welfare Fraud, and Employment Services Functions. Corresponding revisions have also been made to the DFA 325.1A column instructions.

DFA 325.1AA, EDP Program Input Schedule: The DFA 325.1AA serves to identify the programs and functions which benefit from each EDP development project or M and O category (with the exception of Direct to Program M and O and Development costs). The DFA 325.1AA has been revised to reflect functional name changes, the addition of the Nonwelfare Function, and corresponding column instructions.

B. SAWS Addendum Pages - Los Angeles and Merced Counties Only

This is a reminder to counties whom submit addendum pages with their quarterly CECs to update their county-specific addendum files to reflect the proper program titles and code numbers which became effective this quarter. The SOCAT addendum forms will also be revised to reflect the appropriate

changes effective with the March 1998 quarter. Please refer to the attached table for detailed information regarding program title and code number revisions.

X. STAFF DEVELOPMENT

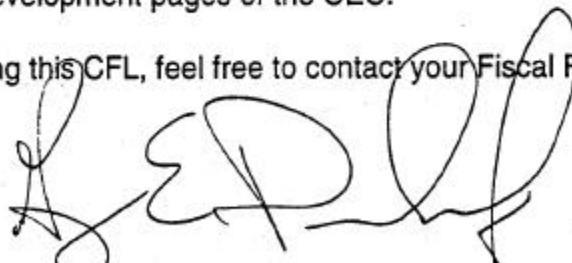
A. CWS/CMS Staff Development

As outlined in CFL No. 97/98-46, dated January 14, 1998, counties were provided with a CWS/CMS Staff Development allocation for training county staff. There are three components included in the allocation: New Hires; Upgrade Training; and New Application Trainer/Mentor (ATM) Staff. The allocation is effective retroactive to July 1, 1997 for any counties that have incurred eligible CWS/CMS Staff Development costs. This can include staff time study hours if there is sufficient documentation that staff performed CWS/CMS Staff Development training activities.

Program Code 557, CWS/CMS Staff Development, has been established to capture the federally eligible CWS/CMS Staff Development expenditures and will be funded 75/17.5/00/7.5. Program 558, CWS/CMS Staff Development - Nonfederal, has been established to capture the nonfederal staff development costs after the CWS nonfederal discount rate has been applied. These costs will be funded 00/70/00/30.

Counties will claim costs direct to the program on the CEC via the DFA 325.1C, Staff Development Detail Schedule. If county staff are providing the training, costs should be claimed under the Personal Services and Operating Costs column. If the training is contracted out, costs should be claimed under the Direct Cost of Trainees/Purchase of Services Column. Counties are reminded that Manual of Policies and Procedures Division 14 regulations apply to all costs claimed on the Staff Development pages of the CEC.

If you have questions regarding this CFL, feel free to contact your Fiscal Policy Analyst at (916) 657-3440.



GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

Enclosures

ENCLOSURE A

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER SUMMARY OF SUPPORT STAFF CODES

Social Services Function				
New		Old		Program Code
Code Name		Code Name		
A1	IHSS IHSS-PCSP/HR IHSS-Non PCSP/Non HR	A1	Same	— 103 104
A2	County Services Block Grant (CSBG) CSBG-Health Related CSBG	A2	Same	— 114 115
A3	Adoptions Adoptions-Case Management Independent Adoptions Adoptions-Training	A3	Same	— 117 118 125
A4	SSI/SSP Out-of-Home Care	A4	Same	135
A5	Refugee Resettlement Program (RRP) RRP - CWS RRP - CSBG RRP - Unaccompanied Minors	A5	Same	— 140 141 142
A6	Child Welfare Services (CWS) CWS-Eligibility Determination CWS-Health Related CWS-Training CWS-Services/Nonfederal CWS-Court Related Activities CWS-CM CWS-CM Voluntary FC Program	A6	Same	— 143 144 145 146 147 148 154
A7	ES PDT	A7	Same	150
A8	Foster Family Licensing Foster Family Licensing Foster Family Licensing-Training	A8	Same	— 155 158
A9	Licensing - Day Care	A9	Same	157
A10	Child Care and Dev Program	A10	Same	160

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF SUPPORT STAFF CODES

Social Services Function (continued)				
New		Old		Program Code
Code Name		Code Name		
A10	Child Care and Dev Program	A10	Same	160
A11	Family Preservation Program FPP-Health Related FPP-Training FPP-Services FPP-CM-Preventive Services FPP-CM-Foster Care	A11	Same	--- 168 174 175 177 179
A12	Independent Living Program ILP-Case Management ILP-Services	A12	Same	--- 182 184
A14	EA-CWS EA-Services EA-Eligibility	A14	Same	--- 513 223
A19	CWS-Minor Parent Investigations (AB 908)	A19	Same	544
A20	CWS - MPS (AB 908)	A20	Same	542
A21	IHSS - CSBG	No Prior Number		330
A22	AB 2129 Foster Parent Recruitment	No Prior Number		506
A23	Family Preservation and Support Program FPSP - Family Preservation Services FPSP - Family Support Services	No Prior Number No Prior Number		515 516

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF SUPPORT STAFF CODES

CalWORKs Function				
New		Old		Program Code
Code Name		Code Name		
B1	CalWORKs Eligibility	B1	AFDC FG/U	614
B7	Child/Spousal Support Disregard	B2	Same	226
B13	CalWORKs Overpayment Collections (SB 627)	B13	AFDC Overpayment Collections (SB 627)	278
B14	Cal-Learn Eligibility	B14	Same	630
B20	CalWORKs Program Integrity	No Prior Number		618
B22	Initial Eligibility Determination for CalWORKs, Food Stamp, and Medi-Cal Programs	No Prior Number		615
B23	Nonfederal CalWORKs Eligibility	No Prior Number		616
B24	CalWORKs - IEVS	No Prior Number		204
B25	CalWORKs Systematic Alien Verification for Entitlements (SAVE) Program	No Prior Number		269
B26	Cal-Learn Case Management	No Prior Number		617
B27	CalWORKs Transitional Services	No Prior Number		631
B28	CalWORKs - Jail Match (SB 1556)	No Prior Number		610
B29	CalWORKs Fraud	No Prior Number		301
B30	Nonfederal CalWORKs Fraud (WFI)	No Prior Number		305
B31	Federal CalWORKs and FS Fraud (WFI)	No Prior Number		315
B32	Nonfederal CalWORKs and FS Fraud (WFI)	No Prior Number		320
B33	Early Fraud Detection/Prevention (EFD/P) Federal CalWORKs (WFI)	No Prior Number		340
B34	EFD/P - CalWORKs and FS (WFI)	No Prior Number		342
B35	Welfare to Work (WTW) WTW Pre-Assessment WTW Assessment WTW Post-Assessment: Community Services WTW Post-Assessment: Other WTW Post-Assessment: Vocational Education Nonfederal WTW	No Prior Number		620 624 621 622 623 451

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF SUPPORT STAFF CODES

Other Public Assistance Function				
New		Old		Program Code
Code Name		Code Name		
C11	Food Stamp Issuance	No Prior Number		211
C12	County Medical Services Program Non-RRP/CHEP	No Prior Number		217
C13	Temporary Assistance for Needy Families (TANF) - Probation Eligibility	No Prior Number		219
C14	Child Support	No Prior Number		225
C15	Adoption Assistance Program (AAP)	No Prior Number		230
C16	AFDC-Foster Care Eligibility	No Prior Number		345
C17	AFDC-Foster Care Eligibility Voluntary Program	No Prior Number		613
C18	Refugee Resettlement Program (RRP) Public Assistance	No Prior Number		251
C19	RRP Medical	No Prior Number		350
C20	Refugee Employment Social Services	No Prior Number		478
C21	Refugee Targeted Assistance	No Prior Number		480
C22	Refugee Cash Assistance/Entrant Cash Assistance Program (RCA/ECA)	No Prior Number		351
C23	Other County Only Program (OCOP)/General Relief (GR)	D2	Same	352
C24	OCOP/GR - Non-EDP	D9	Same	348
C25	Food Stamp Employment and Training (FSET) Program	D3	Same	464
C26	NAFS Eligibility	No Prior Number		343
C27	NAFS - IEVS	No Prior Number		218
C28	Systematic Alien Verification for Entitlements (SAVE) Program - NAFS	No Prior Number		268
C29	Early Fraud Detection/Prevention Program (EFD/P) - NAFS	No Prior Number		275
C30	NAFS Fraud	No Prior Number		310
C31	EFD/P - NAFS (WFI)	No Prior Number		341
C32	NAFS Program Integrity	No Prior Number		344

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF SUPPORT STAFF CODES

Other Public Assistance Function (continued)			
New		Old	Program Code
Code Name		Code Name	
C34	NAFS - Jail Match (SB 1556)	No Prior Number	
C35	Medi-Cal Medi-Cal - Intake Medi-Cal - Continuing	No Prior Number	--- 215(1) 215(3)
C36	SAVE - Medi-Cal	No Prior Number	271
C37	Medi-Cal Section 1931 Medi-Cal Section 1931 - Intake Medi-Cal Section 1931 - Continuing	No Prior Number	--- 349(1) 349(2)

Child Care Function			
New		Old	Program Code
Code Name		Code Name	
D11	Stage One Child Care	No Prior Number	453
D12	Stage One Transitional Child Care - Other	No Prior Number	900
D13	Cal-Learn Child Care	No Prior Number	909
D14	Child Care Health and Safety Self-Certification	No Prior Number	901
D15	Child Care Trustline	No Prior Number	902
D16	Nonfederal Child Care	No Prior Number	903
D17	Child Care Pilot Project	No Prior Number	904
D18	Stage Two Child Care	No Prior Number	905
D19	Child Care Capacity Building Program	No Prior Number	906
D20	Stage Three Child Care	No Prior Number	907

Nonwelfare Function			
New		Old	Program Code
Code Name		Code Name	
E1	Nonwelfare	Not Applicable	Not Applicable

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER SUMMARY OF CHANGES TO PROGRAM CODES - SORTED BY OLD CODE NUMBER

OLD			NEW			
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION	PINS 88-94 Avail?
201	AFDC-FG/U	Elig	614	CalWORKs Eligibility	CalWORKs	Yes
203	Nonfederal AFDC-FG/U	Elig	<p align="center">Deleted (This was a funding code for the Welfare Function Program 305, Fraud-Nonfederal AFDC. With the elimination of the Welfare Fraud Function, fraud activities are now charged directly to the benefiting function. As a result, the funding code is no longer needed and has been deleted effective the 3/98 quarter.)</p>			
204	AFDC - IEVS	Elig	204	CalWORKs - IEVS	CalWORKs	Yes
205	AFDC-FC	Elig	345	AFDC Foster Care Eligibility	Other PA	Yes
206	AFDC-FC - Voluntary Program	Elig	613	AFDC Foster Care Eligibility - Voluntary Program	Other PA	Yes
208	AFDC Administrative Hearings	Elig	618	CalWORKs Program Integrity	CalWORKs	Yes
209	AFDC Fraud	Elig	<p align="center">Deleted (This was a funding code for the Welfare Function Program 301, Fraud-Federal AFDC. With the elimination of the Welfare Fraud Function, fraud activities are now charged directly to the benefiting function. As a result, the funding code is no longer needed and has been deleted effective the 3/98 quarter.)</p>			
210	Nonassistance Food Stamps	Elig	343	NAFS Eligibility	Other PA	Yes

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function;
Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in
this table have not changed in the 3/98 quarter.

**COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO PROGRAM CODES - SORTED BY OLD CODE NUMBER**

OLD			NEW			
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION	PINS 88-9-4 Avail?
210 (2105)	NAFS Quality Control	Elig	347	NC	Other PA	Yes
211	Food Stamp Issuance	Elig	211	NC	Other PA	Yes
212	Food Stamp Administrative Hearings	Elig	344	NAFS Program Integrity	Other PA	Yes
213	NA Food Stamp Fraud	Elig	Deleted (This was a funding code for the Welfare Function Program 310, NA Food Stamp Fraud. With the elimination of the Welfare Fraud Function, fraud activities are now charged directly to the benefiting function. As a result, the funding code is no longer needed and has been deleted effective the 3/98 quarter.)			
214	FS Online Issuance (FSOLIS)	Elig	214	NC	Other PA	No
215	Medi-Cal	Elig	215	NC	Other PA	Yes
217	County Medical Services Program - Non- RRP/CHEP	Elig	217	NC	Other PA	Yes
218	NAFS - IEVS	Elig	218	NC	Other PA	Yes
219	TANF - Probation Eligibility	Elig	219	NC	Other PA	No
220	OCOP/GR - Eligibility	Elig	352	OCOP/GR	Other PA	Yes

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function;
Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in
this table have not changed in the 3/98 quarter.

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER SUMMARY OF CHANGES TO PROGRAM CODES - SORTED BY OLD CODE NUMBER

OLD			NEW			
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION	PINS 88-94 Avail?
413	JOBS Contract Pass Through 50%	Emp	Deleted			
429	Cal-Learn Case Management 50%	Emp	617	Cal-Learn Case Management	CalWORKS	Yes
430	Cal-Learn Admin-Emply Svcs	Emp	630	Cal-Learn Eligibility	CalWORKS	Yes
431	Cal-Learn Case Management - Casework Activity	Emp	617	Cal-Learn Case Management	CalWORKS	Yes
432	Cal-Learn Support Services	Emp	432	NC	CalWORKS	Yes
433	Cal-Learn Child Care Administration	Emp	433	NC - For residual costs only; i.e., costs incurred prior to and paid in the 3/98 Quarter. For current costs, charge to:	Child Care	No
			909	Cal-Learn Child Care - For current costs; i.e., costs incurred and paid in 3/98 Quarter.	Child Care	Yes
435	Cal-Learn Child Care Services	Emp	435	NC - For residual costs only; i.e., costs incurred prior to and paid in the 3/98 Quarter. For current costs, charge to:	Child Care	No
			909	Cal-Learn Child Care - For current costs; i.e., costs incurred and paid in 3/98 Quarter.		

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

**COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO PROGRAM CODES - SORTED BY OLD CODE NUMBER**

OLD			NEW			
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION	PINS 88-94 Avail?
437	Nonfederal Cal-Learn Child Care Administration	Emp	437	NC - For residual costs only; i.e., costs incurred prior to and paid in the 3/98 Quarter. This code is NOT available for current costs.	Child Care	No
439	Nonfederal Cal-Learn Child Care Services	Emp	439	NC - For residual costs only; i.e., costs incurred prior to and paid in the 3/98 Quarter. This code is NOT available for current costs.	Child Care	No
451	Nonfederal GAIN	Emp	451	Nonfederal WTW	CalWORKs	Yes
452	Child Care Trustline - Employment Services	Emp	902	Child Care Trustline	Child Care	No
453	GAIN-Child Care Administration	Emp	453	Stage One Child Care	Child Care	Yes
454	GAIN-Child Care Services	Emp	910	Stage One Child Care, Services	Child Care	No
457	WIN Child Care	Emp	Deleted			
458	Non-GAIN Education & Training (NET) Child Care Administration (Miller)	Emp	453	Stage One Child Care	Child Care	Yes
459	NET Child Care Services	Emp	910	Stage One Child Care, Services	Child Care	No
464	Food Stamp Employment and Training Program	Emp	464	NC	Other PA	Yes

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

**COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO PROGRAM CODES - SORTED BY OLD CODE NUMBER**

OLD			NEW			
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION	PINS 88-94 Avail?
468	Food Stamp Employ & Trng/ Supp Svcs	Emp	468	NC	Other PA	Yes
474	Refugee Cash Assistance (RCA)	Emp	351	Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA) Program	Other PA	Yes
478	Refugee Employment Social Services	Emp	478	NC	Other PA	Yes
480	Refugee Targeted Assistance	Emp	480	NC	Other PA	Yes
481	Child Care Health and Safety Self-Certification - Employment Services	Emp	901	Child Care Health and Safety Self-Certification	Child Care	No
482	OCOP/GR - Non-EDP	Emp	348	OCOP/GR - Non-EDP	Other PA	Yes
485	Title IV-A Child Care - CDE	Emp	Deleted			
490	OCOP/GR	Emp	352	OCOP/GR	Other PA	Yes
492	GAIN-JOBS Basic Education Study (Riverside County)	Emp	492	NC	CalWORKs	Yes
542	CWS-MPS (AB 908)	Social	556	NC	NC	Yes
602	SAWS-Leaders Development	Elig	602	NC	CalWORKs	No
604	OCOP/GR - Non-EDP	Elig	348	OCOP/GR - Non-EDP	Other PA	Yes
606	CFAP - Minors	Elig	606	NC	Other PA	No

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

**COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO PROGRAM CODES - SORTED BY OLD CODE NUMBER**

OLD			NEW			
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION	PINS 88-9-4 Avail?
609	CFAP - Aged	Elig	609	NC	Other PA	No
610	AFDC-Jail Match	Elig	610	CalWORKs Jail Match	CalWORKs	Yes
611	NAFS-Jail Match	Elig	611	NC	Other PA	Yes
650	Nonallocable - EL	Elig	650	NC	CalWORKs	No
750	Nonallocable - WF	Fraud	Deleted with Fraud Function			
802	CWS-MPS (AB 908)	Emp	556	NC	Social Services	Yes
850	Nonallocable - ES	Emp	Deleted with Employment Services Function			
No Prior Program			349	Medi-Cal Section 1931	Other PA	Yes
No Prior Program			353	Nonallocable	Other PA	No
No Prior Program			554	TANF Probation-Prior Emergency Assistance Program	Social Services	No
No Prior Program			555	TANF Probation-New Program Services	Social Services	No
No Prior Program			615	Initial Eligibility Determination for CalWORKs, Food Stamp, and Medi-Cal Programs	CalWORKs	Yes

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function;
Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in
this table have not changed in the 3/98 quarter.

**COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO PROGRAM CODES - SORTED BY OLD CODE NUMBER**

OLD			NEW			
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION	PINS 88-94 Avail?
No Prior Program			616	Nonfederal CalWORKs Eligibility	CalWORKs	Yes
No Prior Program			621	WTW Post-Assessment: Community Service	CalWORKs	Yes
No Prior Program			627	CalWORKs Substance Abuse Treatment - Federal	CalWORKs	No
No Prior Program			629	Noncustodial Parent Employment and Training Demonstration Project (NCP)	CalWORKs	No
No Prior Program			631	CalWORKs Transitional Services	CalWORKs	Yes
No Prior Program			633	WTW	CalWORKs	Yes
No Prior Program			900	Stage One Transitional Child Care-Other	Child Care	Yes
No Prior Program			903	Nonfederal Child Care	Child Care	Yes
No Prior Program			904	Child Care Pilot Project	Child Care	Yes
No Prior Program			906	Child Care Capacity Building Program	Child Care	Yes
No Prior Program			907	Stage Three Child Care	Child Care	Yes
No Prior Program			908	Nonallocable	Child Care	No

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